

## POSITION DESCRIPTION

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<b>Position:</b>	Associate Chief Ranger
<b>Department:</b>	Ranger
<b>Salary Level:</b>	IV (Manager/Director)
<b>Default Housing:</b>	<i>Roofed-CHQ (Final housing assignments may differ based on availability)</i>
<b>Reports To:</b>	Chief Ranger
<b>Desired Availability:</b>	May 15 – August 31

### Philmont Standards

- Must be at least 18 years of age by start of employment (21+ requirement, if applicable, will be noted below)
- Must become a registered member of the Boy Scouts of America at the start of employment and subscribe to the Scout Oath, Scout Law, and Declaration of Religious Principles
- Must provide a complete and current BSA Annual Health and Medical Record to the Infirmary upon arrival including review of risk advisory and immunization requirements
- Must maintain a clean, well-groomed appearance and be willing to purchase required uniform parts to meet Philmont's uniform policy
- Must participate in designated staff training
- Must adhere to the policies and programs set forth by Philmont Scout Ranch management

### Position Overview

The Associate Chief Ranger is responsible for cheerfully and willingly serving as a member of the Ranger Department, the objective of which is to serve the campers and advisors who come to Philmont. Their primary duty is to train, coach, mentor, and evaluate Ranger Trainers in their instruction, mentorship, and supervision of Rangers.

### Primary Duties & Responsibilities

- Ability to work in a team and keep open lines of communication throughout the summer.
- Strong written communication skills and the ability to manage time efficiently.
- Ability to effectively communicate Philmont camping procedures to staff and crews.
- Be an enthusiastic, friendly, and available supervisor of Rangers and Ranger Trainers.
- Be a representative of Philmont and the Ranger Department and give Ranger Trainers the training and support required to be successful managers and department leaders and give Rangers the training and support required to be successful outdoor educators.
- Be an attentive resource for Rangers, the Ranger Department, and the Ranch. Be willing to help/lead in areas such as Search and Rescue, workday assignments, and special projects.
- Under direction from the Chief Ranger, may be responsible for the training, mentorship, and evaluation of two Program Coordinators and their respective program.
- Assist other departments across the Ranch to ensure its mission and the efficient operation of program is upheld.

- Train a group of Ranger Trainers so that they can confidently and effectively instruct, lead, coach, inspire, and evaluate a group of Rangers and be valuable leaders and resources for the Department and Ranch.
- If assigned by the Chief Ranger, train, mentor, and evaluate assigned Program Coordinators. Assist them in their program's operation and help ensure they are well integrated within the Ranger Department.
- Throughout the summer, mentor Ranger Trainers and give them advice and guidance on how to improve as supervisors. Additionally, keep up with Rangers and provide advice and guidance on how to improve as outdoor educators.
- Assist in interdepartmental relations and serve as a liaison between the Ranger Department and a Backcountry Manager. Additionally, serve as a liaison between the Ranger Department and all departments across the Ranch.
- Successfully operate two departmental duties such as Banquets, Pro-Deals, Search and Rescue, Late-Arriving Training, Continued Trainings, Qualifications and Department Roster, Cavalcade and N.A.Y.L.E. Liaisons, and Publications.
- Complete Operations Chief (OC) and Operations Leader (OPS) duties when assigned or be responsible to find a Program Coordinator, Associate Chief Ranger, or the Chief Ranger to cover said shift when unable to be present.
- Complete required paperwork and documentation, including mid-summer evaluations, final evaluations, and final staff recommendations for every Ranger Trainer in Associate Chief Ranger Group. Additionally, may be required to write mid-summer evaluations, final evaluations, and final staff recommendations for assigned Program Coordinators.
- Write a final report in installments over the course of the summer and present to Chief Ranger in full at the end of the summer season. Final report should include a detailed manual for how to operate assigned departmental duties in future seasons.
- Attend Ranger Leadership meetings in late-June and late-July as well as weekly meetings with Chief Ranger over the course of the summer.
- Plan, organize, and prepare weekly or biweekly meetings with Associate Chief Ranger Group to get feedback from Ranger Trainers and share information regarding Ranch events and department updates. Additionally, attend weekly Saturday Morning Meetings.
- Serve as an authority figure in the Ranger Office in the absence of the Chief Ranger. This includes answering phones, being a helpful resource to Rangers, greeting guests, and answering participant and advisor's questions.
- Take out at least one crew over the course of the summer and work with the Ranger Scheduling Coordinator to determine when would be the best day to pick up a crew.
- Under direction/request from the Chief Ranger, another Associate Chief Ranger, or a Program Coordinator, be prepared to serve as team leader or a team member on Search and Rescue operations.
- Assist with other Ranch functions through workday assignments and special projects when asked or assigned.
- Be willing and able to complete all duties of a Ranger in addition to the above responsibilities.
- Complete other duties as assigned by direct supervisor or ranch management as required

### Desired Qualifications & Experience

- Must be 21 years of age by the time of employment
- Ability to prioritize tasks and ask for help when needed
- Ability to function well in a high-pace and at times stressful environment

- Ability to effectively communicate Philmont camping procedures to crews.
- Be an advocate and expert of the Ranger Field book and Philmont camping method
- Must be able to secure a Philmont driving permit
- Safely operate large four-wheel-drive vehicles on rough, mountainous roads in varying weather conditions.
- Previous Philmont ranger experience highly suggested

### Physical Requirements & Work Environment

- Must meet the BSA height/weight requirements
- Ability to hike up to 15 miles a day over rugged, mountainous terrain while carrying a 45-pound backpack.
- Be able to lift and handle materials up to 70 pounds throughout the scheduled workday
- Up to 90% of the workday could be spent standing, walking, bending, stooping, kneeling, or crouching
- Be capable and willing to work in all types of weather conditions at various locations

### Additional Information

Send inquiries to [philstaff@scouting.org](mailto:philstaff@scouting.org)

It should be noted by applicants that Philmont Scout Ranch and the surrounding area are located in a rural ranching community within the high desert of the Sangre de Cristo mountains. Climate, culture, and the availability of resources may vary significantly than other communities. Amenities applicants are used to may not be available on the ranch or the surrounding area.

*Philmont and the Boy Scouts of America provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.*

*This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.*

**Updated:** 7/9/2022